

# WHITCOM

**E-911 Emergency Communications  
EMPLOYMENT APPLICATION  
325 S.E. PARADISE STREET  
PULLMAN, WA 99163  
(509) 338-3207**

WHITCOM IS AN EQUAL OPPORTUNITY "AT-WILL" EMPLOYER. IF YOU NEED ASSISTANCE IN COMPLETING THIS APPLICATION, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT (509) 338-3207. T.D.D. 1-800-833-6388.

**An incomplete application may delay action or disqualify you.  
Please type or use a ballpoint pen in completing this application.**

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

PRESENT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST. \_\_\_\_\_ ZIP \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST. \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: (HOME) ( ) (BUSINESS) ( ) (MSG) ( )

E-MAIL ADDRESS: \_\_\_\_\_

PREVIOUS WHITCOM EMPLOYEE? ☐ YES ☐ NO DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

POSITION HELD: \_\_\_\_\_

ARE YOU RELATED BY BLOOD, ADOPTION, OR MARRIAGE TO ANY CURRENT WHITCOM EMPLOYEE? ☐ YES ☐ NO  
EMPLOYEE NAME AND POSITION: \_\_\_\_\_

ARE YOU OVER THE AGE OF 18? ☐ YES ☐ NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? ☐ YES ☐ NO Proof of citizenship or immigration status will be required at time of employment.

HAVE YOU BEEN CONVICTED FOR THE VIOLATION OF ANY LAW (EXCEPT MINOR TRAFFIC VIOLATIONS OF \$75 OR LESS) WITHIN THE LAST TEN YEARS?

☐ YES ☐ NO IF YES, LIST THE CITY WHERE ISSUED, THE CHARGE, DATE OF ISSUE, AND DISPOSITION:

**CONVICTION DOES NOT NECESSARILY BAR YOU FROM EMPLOYMENT WITH WHITCOM.**

U.S. MILITARY SERVICE: ☐ YES ☐ NO SPECIALITY: \_\_\_\_\_

BRANCH OF SERVICE: \_\_\_\_\_ DATE IN: \_\_\_\_\_ DATE OUT: \_\_\_\_\_

MANAGEMENT/SUPERVISORY EXPERIENCE? ☐ YES ☐ NO NUMBER OF YEARS: \_\_\_\_\_

Number of Employees Managed/Supervised: \_\_\_\_\_ Describe your primary management/supervisory functions: \_\_\_\_\_

PROFESSIONAL CERTIFICATIONS: (Please list any professional certifications and their expiration dates.)

Certification

Expiration Date

## EDUCATION

| School        | Name and Address of School | Course of Study | Years Completed | Diploma/Degree |
|---------------|----------------------------|-----------------|-----------------|----------------|
| High School   |                            |                 |                 |                |
| Undergraduate |                            |                 |                 |                |
| Graduate      |                            |                 |                 |                |
| Other         |                            |                 |                 |                |

## WORK HISTORY

**RESUMES MAY BE ATTACHED BUT WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR COMPLETING THIS SECTION. BEGINNING WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT, LIST YOUR WORK EXPERIENCE FOR AT LEAST THE LAST TEN YEARS, INCLUDING PERIODS OF SELF-EMPLOYMENT & U.S. MILITARY SERVICE. ATTACH SEPARATE SHEETS IF NECESSARY. IF AN ANSWER IS NOT KNOWN, PUT N/A.**

|                            |                  |       |  |
|----------------------------|------------------|-------|--|
| <b>Employer:</b>           | Dates Employed   |       | Work Performed                                   |
| <b>Address:</b>            | From             | To    |  |
| <b>Telephone:</b>          |                  |       |  |
| <b>Job Title:</b>          | Hrly Rate/Salary |       |  |
| <b>Supervisor:</b>         | Start            | Final | _____ Full-time      _____ Part-time             |
| <b>Reason for Leaving:</b> |                  |       | <b>May we Contact:</b> ___ Yes            ___ No |

|                            |                  |       |  |
|----------------------------|------------------|-------|--|
| <b>Employer:</b>           | Dates Employed   |       | Work Performed                                   |
| <b>Address:</b>            | From             | To    |  |
| <b>Telephone:</b>          |                  |       |  |
| <b>Job Title:</b>          | Hrly Rate/Salary |       |  |
| <b>Supervisor:</b>         | Start            | Final | _____ Full-time      _____ Part-time             |
| <b>Reason for Leaving:</b> |                  |       | <b>May we Contact:</b> ___ Yes            ___ No |

|                            |                  |       |  |
|----------------------------|------------------|-------|--|
| <b>Employer:</b>           | Dates Employed   |       | Work Performed                                   |
| <b>Address:</b>            | From             | To    |  |
| <b>Telephone:</b>          |                  |       |  |
| <b>Job Title:</b>          | Hrly Rate/Salary |       |  |
| <b>Supervisor:</b>         | Start            | Final | _____ Full-time      _____ Part-time             |
| <b>Reason for Leaving:</b> |                  |       | <b>May we Contact:</b> ___ Yes            ___ No |

|                     |                  |       |  |
|---------------------|------------------|-------|--|
| Employer:           | Dates Employed   |       | Work Performed                           |
| Address:            | From             | To    |  |
| Telephone:          |                  |       |  |
| Job Title:          | Hrly Rate/Salary |       |  |
| Supervisor:         | Start            | Final | ____ Full-time      ____ Part-time       |
| Reason for Leaving: |                  |       | May we Contact:    ____ Yes      ____ No |

|                     |                  |       |  |
|---------------------|------------------|-------|--|
| Employer:           | Dates Employed   |       | Work Performed                           |
| Address:            | From             | To    |  |
| Telephone:          |                  |       |  |
| Job Title:          | Hrly Rate/Salary |       |  |
| Supervisor:         | Start            | Final | ____ Full-time      ____ Part-time       |
| Reason for Leaving: |                  |       | May we Contact:    ____ Yes      ____ No |

REFERENCES

PLEASE PROVIDE NAMES OF ADDITIONAL REFERENCES (OTHER THAN PREVIOUSLY LISTED SUPERVISORS) WHO CAN PROVIDE INFORMATION CONCERNING YOUR CHARACTER AND QUALIFICATIONS RELATIVE TO THE POSITION.

1.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

RELATIONSHIP TO YOU: \_\_\_\_\_

2.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

RELATIONSHIP TO YOU: \_\_\_\_\_

3.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

RELATIONSHIP TO YOU: \_\_\_\_\_

ADDITIONAL COMMENTS

DESCRIBE ANY ADDITIONAL TRAINING, SKILLS, AND ABILITIES OR WORK EXPERIENCE YOU POSSESS RELEVANT TO THE POSITION APPLIED FOR:

## SKILLS

TYPING OR COMPUTER KEYBOARDING EXPERIENCE?    ☐ YES    ☐ NO    w.p.m. \_\_\_\_\_

COMPUTER EXPERIENCE?   ☐ YES   ☐ NO

IBM COMPATIBLE?   ☐ YES   ☐ NO

List the software programs you have worked with:

Word processing: \_\_\_\_\_

Spreadsheet: \_\_\_\_\_

Database: \_\_\_\_\_ Internet: \_\_\_\_\_

IF THE POSITION APPLIED FOR REQUIRES A DRIVER'S LICENSE, DO YOU HAVE A VALID LICENSE?    ☐ YES    ☐ NO

State of Issue: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

LIST ANY ADDITIONAL MACHINES, TOOLS, OR EQUIPMENT WHICH YOU OPERATE RELEVANT TO THE POSITION:

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## CERTIFICATION

**I CERTIFY UNDER PENALTY OF PERJURY THAT ALL STATEMENTS CONTAINED IN THIS APPLICATION (AND ATTACHMENTS, IF ANY) ARE TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSE STATEMENTS MAY BE SUFFICIENT REASON FOR DISMISSAL IF I AM HIRED BY WHITCOM. ALL STATEMENTS SUBMITTED ON THIS APPLICATION FOR EMPLOYMENT MAY BE INVESTIGATED AND VERIFIED BY WHITCOM AND/OR ITS AGENTS PRIOR TO APPOINTMENT OR NON-APPOINTMENT.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**EMPLOYMENT IS CONTINGENT UPON THE SUCCESSFUL COMPLETION OF AN EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9) [P.L. 99-603: U.S. IMMIGRATION REFORM AND CONTROL ACT OF 1986]; AND, WHEN APPLICABLE, AN APPLICANT DISCLOSURE FORM (PURSUANT TO CHAPTER 486, LAWS OF 1987 AS AMENDED) AND WASHINGTON STATE PATROL CRIMINAL HISTORY BACKGROUND CHECK (R.C.W. 43.43.830-840).**

**WHITCOM IS AN EQUAL OPPORTUNITY EMPLOYER AND ASSURES EQUAL EMPLOYMENT REGARDLESS OF RACE, CREED, COLOR, ETHNICITY, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, OR THE PRESENCE OF ANY SENSORY, MENTAL, OR PHYSICAL DISABILITY.**